

Chapter 1: Documenting Military Experiences

Reference

The American Council on Education (ACE) publishes *The Guide to the Evaluation of Educational Experiences in the Armed Services* (commonly referred to as the ACE Guide) and *The National Guide to Educational Credit for Training Programs* (commonly referred to as the National Guide). The ACE Guide is distributed by DANTES to all Education Centers that have an established account with DANTES and requested a copy of the Guide. For additional information on this process, see the chapter on DANTES. The National Guide prior to 2005 is not readily available. It is now readily available for the current year at <https://www.acenet.edu/NationalGuide>

Overview

This program provides Coast Guard members with a head start over the traditional college student. Members may earn a significant number of hours of college credit for learning experiences in the military.

For over 50 years, the ACE Guide has been the standard reference work for recognizing learning acquired in the military. The National Guide is the civilian equivalent to the ACE Guide and contains recommendations for courses conducted by business, industry, labor unions, and other government agencies.

Acceptance Of Military Credits

College credit listed in the ACE Guide is only a recommendation. It is not “real” credit until it is granted by a college or university. All colleges and universities are autonomous and decide what credit the institution will accept. About 2,800 colleges will accept some of the ACE credit recommendations. Greater flexibility and acceptability will be recognized through those colleges that support military students. These colleges are frequently referred to as SOC schools, short for the Servicemember’s Opportunity College. For more information, see Chapter 4 on SOC.

Additionally, the correlation of the member’s area of study to the rate of the member will determine application of the military credits. For instance, should an Electronics Technician desire to pursue a degree in Anthropology, not many of the credits would apply to the major. However, should the same member pursue a degree in electronics, much of the credit would be applicable.

Documenting Military Experiences (continued)

ACE Evaluation Process

For a course to be evaluated, the Training Officer or Subject Matter Specialist at the Training Center submits the curriculum outline and supporting materials to the CG Institute for review and coordination with ACE. The Institute will request that ACE conduct a formal review and evaluation of all applicable courses and rates.

To perform the review, ACE will establish a team of subject-matter experts (usually college professors who teach a similar course at the collegiate level) to review the materials. The experts will visit the Training Center, review course materials, textbooks, documents, audit the class, interview students and review learning outcomes. Based on this review, appropriate credit recommendations will be established

Assessment of Education and Training

It is important for USCG members to document their military learning experiences. A significant number of college credits can be earned for military learning experiences. These credits can reduce the amount of time required to complete a degree and greatly reduce the cost of the degree programs.

Data from Direct Access (PeopleSoft) is used to populate the Education Center database at the CG Institute. Members shall be counseled to view the training data in their Direct Access account for accuracy. Any incorrect or missing data should be corrected as soon as possible by contacting the servicing personnel office (SPO) or unit yeoman.

Through the Education Center, members may view, print, or download their unofficial student transcript online at <http://education.uscg.mil>. If no data appears members should submit form [CGI-1561, Application for Voluntary Education Services](#) (See Figure 1-1-1) and check the ASSESSMENT block, and forward with appropriate documentation.

The student transcript is not official and therefore will not be submitted to colleges and universities. When enrolling with an educational institution, students shall request an [Official USCG Transcript using form CGI-1564](#).

Documenting Military Experiences (continued)

Update to Education and Training Record

To add information to the CG Institute Education Record, submit [form CGI-1561, Application for Voluntary Education Services](#) (see Figure 1-1-1) and check the UPDATE block, and forward with appropriate documentation. Required documentation is addressed below.

Updates may be submitted when additional training and course work has been completed. To request an update, personnel should have completed at least THREE (3) additional events (military or college courses, promotion or advancement, or a combination) or 12 semester hours. Also, use the Application form to receive credit for:

1. prior service military training
2. college courses
3. college credit examinations
4. certificates/licenses

When requesting credit for courses NOT listed in Direct Access, documentation of training is required and appropriate documents should be attached to the Application Form.

Rate Credit

ACE conducts formal evaluations of the level of knowledge gained through learning experiences associated with on-the-job training and work experience. Therefore, every rate in the USCG is evaluated for "Rate Credit." As a petty officer progresses in rate (i.e., Third Class to Second Class) additional credit is recommended. This progress continues throughout the member's career. Changes in rate will qualify the individual for credit for both rates (the new rate, as well as the old rate).

Effective 1 October 2004, CWO credit shall not be awarded until the member has held the rate for six months.

Documenting Military Experiences, (continued)

Passed Not Advanced

In those cases where the member was qualified for promotion but not advanced (by personal choice or due to a shortage of slots, etc) credit may still be granted. This type of credit is known as "Passed/Not Advanced" or PNA. To request PNA credit the following documentation shall be provided:

Enlisted Members	Provide a copy of the service -wide profile letter with exam scores from PSC. A score of 50 or greater on the servicewide as applied to the final multiple points determining promotion eligibility is required.
CWO	No PNA credit is awarded.
Aviation Officers	Credit may be received for pilot, co-pilot and aircraft commander. Letters of appointment from the command shall be provided to document appropriate credit recommendations.

Prior Service

To obtain credit for training from other branches of the military, members need to submit appropriate documentation. The DD214 shall accompany the AARTS, SMARTS, or CCAF transcript.

DD Form 214	Certificate of Release or Discharge from Active Duty May be obtained from: National Personnel Records Center Military Personnel Records (Your Service) Section 9700 Page Blvd St. Louis, MO 63132 http://www.va.gov/FORMS/dot/SF180.dot or http://www.archives.gov/st-louis/military-personnel/standard-form-180.html
AARTS	Army American Council on Education Registry Transcript System https://aartstranscript.army.mil/
SMARTS	Sailor/Marine American Council on Education Transcript https://www.navycollege.navy.mil/
CCAF	Community College of the Air Force Transcript. Submit a written request to: CCAF/RRRA, 130 W. Maxwell Blvd, Maxwell AFB, AL 36112-6613 or request online at: http://www.maxwell.af.mil/au/ccaf/transcripts.asp . <i>Ensure the request is for a Community College of the Air Force Transcript and not Air University.</i>

Documenting Military Experiences, (continued)

Service Schools	Courses listed in the ACE Guide are service schools conducted on a formal basis with a fixed curriculum, duration, and method of instruction. These include Recruit Training, "A" and "C" schools. For ACE evaluation, service schools (USCG and DOD) must be at least one week or 45 academic hours in length.
Corporate Training	<p>Some training provided by corporations and other governmental agencies (non-DOD) has been reviewed for appropriate college credit by the ACE National Program. Some examples of participating companies include the following: New Horizons Computer Learning Centers, Business Management Research Associates (BMRA), and Education Direct. To view a complete listing of participating organizations visit the ACE website at http://www.acenet.edu/cill/corporate/participating_orgs.cfm</p> <p>IMPORTANT: To have credit accepted by a college or university an official ACE Registered Transcript must be provided. Please contact the ACE CREDIT call center at 202-939-9434. Both the ACE Transcript Request form and ACE Registry Transcript Service Registration form on the web site at: https://www.acenet.edu/transcripts/register/register.cfm. There is NO cost to the member for this service. (The normal \$35 fee is paid by the USCG.) You must advise the ACE that you are Coast Guard.</p> <p>Members should submit documentation of training completed at all organizations listed in the National Guide for inclusion in the member's education record by submitting a Application for Voluntary Education Services, CGI 1560 (see Figure 1-1-1). If the course is recommended for credit in the National Guide, appropriate entries will be made in the student's education record. This entry will be reflected on the student's unofficial transcript ONLY. Based on this information, the student will be aware of the recommended credit and may request an official transcript from ACE if desired.</p> <p>The CG Institute is <u>NOT</u> authorized to list this credit on the official transcript.</p>
Correspondence Courses	<p>Correspondence courses must have a proctored end-of-course test administered in a controlled environment to qualify for ACE evaluation. Most Coast Guard correspondence courses have been evaluated for college credit. Courses taken through the Marine Corps Institute and the Air Force Extension Course Institute may also have credit recommendations. Navy correspondence courses are not currently recommended for college credit.</p>

Documenting Military Experiences, (continued)

College Courses To have college courses entered in the education record, an official college transcript (or legible photocopy front and back) should be submitted with a request to update the student's education file. The transcript should contain the course number and department code, course name, grade, and reverse side of the form. This information is important in determining applicability to a degree plan.

Developmental courses or courses awarding CEUs (Continuing Education Units) will not be listed on the education record. Typically, these types of courses are not transferable.

College Level Examinations See the table below to determine if test scores are maintained in the Education Center.

DANTES Examinations	Taken since 1 July 94	On file with the EC
	Taken prior to 1 July 94	Request from testing agency* Document by attaching a copy of the official score report to the Application for Voluntary Services, CGI 1560 (see Figure 1-1-1).
National Test Centers	Taken prior to Feb 2004	Document by attaching a copy of the official score report to Application for Voluntary Education Services, CGI 1560 (see Figure 1-1-1)
	Taken since 1 Feb 2004	On file at the CGI

If the test results are not in the EC (even though the above table shows they should be on file), the student may submit a copy of the score report with a Application for Voluntary Education Services. Upon verification from the testing agency the data will be entered in the student record.

Documenting Military Experiences, (continued)

Certificates and Licenses

There are some certifications and licenses that have been reviewed for credit by ACE. These are found in the ACE Guide to Educational Credit by Examination. Personnel shall be encouraged to submit certificates to the CGI from the following organizations.

- American Council on Exercise
- American Council on Teaching of Foreign Languages (ACTFL)
- American Payroll Association (APA)
- The College Board Advanced Placement (AP) Program Examination
- Consumer Electronics Association
- Defense Language Institute (DLI), Defense Language Proficient Test (DPLT) Program
- Professional Aviation Maintenance Association/Federal Aviation Admin.
- FAA Airframe and Power Plant Examination
- International Association of Administrative Professionals
- Institute for Certification of Computer Professionals
- International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.
- International Society of Certified Electronics Technicians (ISCET)
- The National Court Reporters Association (NCRA) Registered Professional Reporter, (RPR) Examination and Registered Merit (RMR) Exam
- National Institute of Automotive Service Excellence (ASE)
- Novell
- Registry of Magnetic Resonance Imaging Technologists
- USMC Military Academic Credit Examination (MACE) Law Enforcement

SkillSoft Certification

SkillSoft courses have been recommended for college credit by ACE. The certification examinations may be administered at local commands but **must be** proctored in order to obtain college credit. For information on administration of SkillSoft examinations, please see Chapter 2.

Documenting Military Experiences, (continued)

Official Transcripts The Official USCG Registered transcript is available to anyone who has completed training experiences in the USCG. The Official USCG Registered Transcript is accepted by colleges and universities throughout the United States. Every effort is made to ensure that information listed on the form is correct. Data on the transcript is extracted from documentation provided by the student, validated by Direct Access. Individuals shall be counseled to review their promotion and training history in Direct Access and take the necessary action to keep it up-to-date.

The transcripts issued by the CGI reflect the credit recommended by ACE in the ACE Guide. The most common reasons why a certain course or school is not listed on the Transcript are listed below:

School or course was not recommended for credit when the member completed it.
Location of the course is not listed in the ACE Guide.
School or course has not been reviewed for credit and is not listed in the Guide.
For correspondence courses, sometimes the edition of the course completed is not recommended for credit or has not been reviewed.

The CGI does not grant credit for courses or schools. If credit has not been recommended by a nationally or regionally recognized agency, credit will not be listed.

Members shall be informed that college credits originated by other colleges and universities may be listed on the CGI Transcript but will not be accepted in transfer by the receiving institution. The college originating the credits must send a transcript directly to the receiving institution. To be accepted by a college or university, the transcript must be sent directly to the institution or in a sealed envelope to the member and delivered unopened to the institution.

Transcript Request Complete the [form CGI 1564, Official USCG Transcript Request](#) (see Figure 1-2-1). Personnel are encouraged to request transcripts when needed to support requests for officer accession programs, college enrollment, and employment. The number of transcripts requested shall be limited to five transcript requests per quarter and not more than five transcripts per request.

The individual must sign the transcript request form. Due to provisions of the Family Education and Privacy Act of 1973, information on the individual cannot be released to a third party without the individual's consent.

Documenting Military Experiences, (continued)

Retired/Separated Transcript Request

Personnel who have separated or retired from the USCG without having an education record established with the CGI, shall submit [form CGI 1564, Official Transcript Request](#), (see Figure 1-2-1). Additional documentation will be submitted with the request as noted below:

- legible copies of Coast Guard DD-214's for each period of service*,
- and/or course completion certificates /letters.
- and Advancement or Promotion Certificates (enlisted and CWO only) not listed on the DD-214.

*NOTE: Some senior members may have more than one Coast Guard DD-214.

End of Chapter

DEPARTMENT OF
HOMELAND SECURITY
U. S. COAST GUARD
INSTITUTE (01/06)
CGI 1561

Application for Voluntary Education Services

Purpose: The information provided on this form is used (1) to request an initial assessment of military learning experience for ACE recommended college credits, (2) to request subsequent updates to reflect additional recommended credit earned for additional military learning experience, and (3) to request Degree Plan(s) showing how credits earned would apply to a college degree program. **NOTE:** Requests for additional Degree Plans must wait a period 90 calendar days to provide equitable access to education specialists by all Coast Guard members. **NOTE: This form CANNOT be used to request Official Transcripts.** This information will form the basis for the Official Transcript when requested using the CGI-1564 – Official USCG Transcript Request.

CHECK ACTION: ☐ Assessment ☐ Update ☐ Degree Plan ☐ CPO Academy

Instructions for Completion:

1. Responses to the questions on this form must be clear and accurate. Omitting information, using abbreviations or acronyms, or failing to include supporting documentation may result in the Institute not being able to find the appropriate entry, delaying (or precluding) the processing of the application.
2. Official Transcripts from colleges attended by the applicant should be attached. (Photocopies are acceptable.)
3. The ESO signs the form certifying that the data provided is correct.
4. Type the information, if possible. If handwritten, please write clearly and legibly.
5. **INCOMPLETE FORMS WILL NOT BE PROCESSED. Please note Originals will NOT be returned.**

APPLICANT COMPLETES THIS SECTION:

Full Name: _____ SSN: _____
Last Name First Name MI

Phone Number: _____ Rate/Rank: _____
(Work) (e.g. SN, YN3, LTJG, GS-5)

Phone Number: _____ Unit OPFAC: _____
(Home/Cell)

USCG Affiliation: Active Duty ____ Reserve ____ Civilian Employee ____ Spouse ____

Mailing Address (Applicant mailing address if no global email address):

I. Promotion History:

Member's USCG Promotion History: This section is automatically populated from Direct Access. If prior service, attach a valid copy of your DD 214(s), Certificate of Release or Discharge from Active Duty.

Prior Service Rate/MOS/AFSC: Attach a copy of DD-214 and include a copy of your AARTS, SMARTS, or CCAF Transcripts.

II. Military School Information:

List only those USCG courses 5 or more days in length **not** listed in Direct Access (PeopleSoft). Attach copies of certificates only for courses not listed in Direct Access. List all courses attended from other DOD, government, or private agencies unless continuing education units were awarded (CEUs). If CEUs were awarded the credits are not be transferable to collegiate level work. **Do not use abbreviations or acronyms. Insert the full title of the course as noted on the certificate of completion.**

Name: _____ **SSN:** _____
 Last Name First Name MI

Full Course Title (Basic Military Training, A School, C school, etc.)	Location (TraCen Cape May)	Course No.	Length	Date Started	Date Completed

III. Correspondence Courses (EOCT)

DO NOT attach copies of the CG EOCT letters. This section will be completed using data in the Institute's database reflecting correspondence courses you've completed which match evaluations conducted by the American Council on Education. For correspondence courses taken through the USMC Institute and the AF Extension Course Institute, please attach copies of the course completion letter or certificate. There is no credit for Navy correspondence courses, do not attach copies.

IV. Traditional College Courses

Attach Official Transcripts from all colleges/universities attended including Distance Learning. Transcripts may be copies, but must include the front and back, full name of college, full name of course and course number (including dept name / number), final grade and quarter or semester hours.

V. Non-Traditional Testing

Attach legible copies of all score reports for CLEP/DSST/Excelsior Exams.

VI. Certifications and Licenses

Attach copies of certifications/licenses (front and back when applicable). Licenses include but are not limited to: FAA Pilot License, FAA Airframe & Power plant License. Certifications can include the IAAP Certified Administrative Professional.

VII. Degree Plan Request: Fastest Approach ☐ | Associates ☐ | Bachelors ☐ | Masters ☐ | Doctoral ☐

A list of available colleges/universities and degree plans can be found at:

http://www.uscg.mil/hq/cg1/cgi/downloads/degree_matrix.pdf.

If your college/university preference is not listed, we cannot produce a degree plan for it.

You will receive a minimum of 4 degree plans. To allow equal access to all CG Members allow 90 days before requesting additional/revised degree plans.

College Preference: _____ (AutoDP/SOCOAST Institutions Only)

Desired / Intended Subject (Major) _____

College Preference: _____ (AutoDP/SOCOAST Institutions Only)

Desired / Intended Subject (Major) _____

College Preference: _____ (AutoDP/SOCOAST Institutions Only)

Desired / Intended Subject (Major) _____

Name: _____ SSN: _____
Last Name First Name MI

VIII. Previous Degree(s) Earned

If you already have a bachelor's degree or higher limited degree planning can be provided. Undergraduate credit will not transfer to Graduate level. See the CGI website for links to graduate and post-graduate college programs.

_____ at _____
(e.g. Associates of Arts in History) (Institution, City, State)

_____ at _____
(e.g. Bachelor of Arts in History) (Institution, City, State)

IX. Member's Verification

In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99 / Rev. July 1, 1997), the applicant grants permission for the USCG Institute to provide personal and education information to partnership institutions to aid in degree completion. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorizes the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. Failure to provide the requested information may adversely affect the college credit recommendations received by the applicant. Member's signature certifies that the foregoing information is true and accurate.

_____ / /
Member's Signature Date

Member Email

X. ESO Review

I verify that the information on the request is complete / correct. Member has been counseled on how to have their Direct Access account updated.

_____ / /
ESO Signature Date

ESO Email

Mail to: Commanding Officer USCG Institute (ve) 5900 SW 64 TH St, MPB Rm 228 Oklahoma City OK 73169-6990	Fax to: (405) 954-7249	Email to: cgi-pf-ed_advisor@uscg.mil
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Notes:

Department of
Homeland Security
U.S. Coast Guard
Institute (01/06)
CGI 1564

Official USCG Transcript Request

SSN: _____

UNIT OPFAC: _____

Full Name: _____ **Rate/Rank:** _____
Last Name First Name MI (e.g. SN, LT, GS-5)

Applicant Mailing Address: _____

Email: _____

Work Phone Number: _____ **Ok to call work (spouse/reserves) YES / NO**

Home/Cell Phone Number: _____ **Best time to Call:** _____

Check Status

☐ Active Duty ☐ Reserve ☐ Civilian Employee ☐ Spouse ☐ Retired/Separated*

*Date Separated/Retired _____ Grade/Rank (e.g. RMC, LT) _____

**If Retired or Separated attach legible copies of your USCG - DD-214s for each period of service.*

Please send my official USCG Transcript documenting my military learning experiences to the address listed below. I understand that an unofficial copy of the transcript will be provided to me at the above address if I am separated or retired. *I understand that if documentation is not provided the course(s) will not appear on my transcript.*

I understand that there is a limit of 5 transcripts per request and 5 transcript requests per quarter.

In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99 / Rev. July 1, 1997), the applicant grants permission for the USCG Institute to provide personal and education information to partnership institutions to aid in degree completion. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorizes the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences.

Failure to provide the requested information may adversely affect the college credit recommendations received by the applicant. My signature certifies that the foregoing information is true and accurate.

MEMBER'S SIGNATURE (REQUIRED)

Mail Official Transcript to:

ATTN: _____

University / College Name: _____ (Do Not Use Acronyms)

Street Address: _____

Street Address: _____

City, State, Zip: _____

I am pursuing/enrolling in an Associates / Bachelors (circle one) degree program in
_____ (subject/major) at the SOCCOAST Institution listed above.

(Check applicable program. If not applying for program leave blank.)

PROGRAM: **OCS** **ACET** **PPEP** **CSPI** **Other** _____ (Specify)
(Check One) ☐ ☐ ☐ ☐ ☐ (e. g. PA Program)

Date of Selection Board: _____ **Application Deadline:** _____

Mail this Form to:
Commanding Officer (ve)
USCG Institute
5900 SW 64th St, Rm 228
Oklahoma City, OK 73169-6999

Fax To:
(405) 954-7249

Email:
cgi-pf-ed_advisor@uscg.mil